



Director of  
Central  
Intelligence

**Confidential**

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# APEX Administrative Procedures Handbook

Supplement I to APEX Security  
Manual for Government

**Confidential**

July 1980

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**National Security  
Information**

Unauthorized Disclosure  
Subject to Criminal Sanctions



25X

## **Introduction**

This handbook is for use by secretaries, registry personnel, and others responsible for the preparation, dispatch, receipt, control, and handling of APEX materials. It prescribes markings, procedures, and security requirements for the protection of materials under the APEX Control System. APEX Security and Control Officers should be well versed in these requirements and should be consulted in any situation not covered in this supplement.

This manual sets forth the US Government's procedures for safeguarding sensitive compartmented national foreign intelligence materials. As such, it merits and warrants the overall classification of **CONFIDENTIAL** in its totality. Individual paragraphs may be excised for use at the unclassified level.

## Contents

	<i>Page</i>
Transmission and Maintenance	1
Classification of Information	1
Project Indicators and Codewords	1
Document Control	2
Responsibility	2
Classification and Marking	2
Codewords, Project Names, and Product Indicators	3
Restrictive/Control Markings	3
Cover Sheets	3
Document Control Numbers	4
Classification Duration and Markings	5
Transmittal Documents	6
Destruction	7
Control Records and Receipts	7
Wrapping and Addressing	8
Delivery	9
APEX Control System Abbreviations	10
Working Materials	11

## Exhibits

I.	Sample Cover Sheet-Operational	12
Ia.	Sample Memo-Operational	13
II.	Sample Cover Sheet-Operational Subcompartment	14
IIa.	Sample Memo-Operational Subcompartment	15
III.	Sample Cover Sheet-Product	16
IIIa.	Sample Memo-Product	17
IV.	Sample Cover Sheet-SECRET/CONFIDENTIAL	18
IVa.	Sample Memo-SECRET/CONFIDENTIAL	19
IVb.	Sample Memo-SECRET/CONFIDENTIAL	21
V.	Sample Cover Sheet-Multiple	22
Va.	Sample Memo-Multiple	23
VI.	Sample Outer Envelope	25
VII.	Sample Inner Envelope	27

## **APEX Administrative Procedures Handbook (U)**

### **Transmission and Maintenance**

1. All APEX information will be transmitted between and maintained within APEX Control Facilities (ACFs). APEX material will be worked on or discussed in only accredited APEX Control Facilities. An ACF is a formally accredited area, room, group of rooms, or installation where APEX material may be stored, used, discussed, and/or electrically processed. Procedural and physical measures prevent the free access of persons unless they have been formally indoctrinated for the particular APEX material authorized for use or storage within the ACF. (U)

### **Classification of Information**

2. The terms APEX, HANDLE VIA APEX CONTROL SYSTEM, APEX Control Facility, COMINT, HUMINT, IMAGERY, TECHNICAL, ROYAL, ALPHA, Product, and Operational are UNCLASSIFIED. Intelligence activities or information represented by these terms will be compartmented and/or classified as required by their substantive content. (U)

### **Project Indicators and Codewords**

3. ROYAL project identifiers may be classified SECRET or CONFIDENTIAL if they meet requirements of Executive Order 12065. (U)
4. Codewords identifying highly sensitive collection projects and project identifiers of designated operational subcompartment material may be protected at the CONFIDENTIAL/SECRET level if they meet the requirements of EO 12065. Originators of codewords and designators will determine their classification. (U)
5. Codewords or project indicators, standing alone—not connected to intelligence activities or information—may not be the basis for compartmentation, nor may the words themselves be compartmented. (U)

## **Document Control**

### **Responsibility**

6. Control of APEX documents for each ACF is the responsibility of the APEX Control Officer (ACO). The ACO will establish procedures compatible with those outlined in the APEX Control System Security Manual. The ACO will ensure that dissemination of the material is made only to those persons possessing the appropriate APEX Access Approval. Each ACF will have an APEX Control Officer. Duties of ACOs are prescribed in paragraph 24 of the APEX Security Manual. (U)

### **Classification and Marking**

7. The overall classification of a classified document, whether or not permanently bound, or any copy or reproduction thereof, will be conspicuously marked or stamped at the top and bottom of the first page, the title page (if any), and the outside of the front and back covers (if any) (see Exhibits I through Va). (U)
8. Each interior page will be marked or stamped at the top and bottom according to the highest classification of the page, including the designation UNCLASSIFIED when appropriate. Executive Order 12065 and Information Security Oversight Office Directive No. 1 provide that, alternatively, all interior pages may be marked with the overall classification of the document. In either case, the classification markings of each paragraph or other portion will govern when the information is used apart from the document. (U)
9. Portions of documents, including paragraphs, titles, and attachments will be marked to reflect the level of classification, codewords, caveats, and other control markings or to state that the particular portion is UNCLASSIFIED (see Exhibits Ia, IIa, IIIa, IVa, IVb, and Va). (U)
10. Because major components of some documents may be used separately, each major component—for example, annex, appendix, or similar component of a plan, program, or operational order; attachments and appendixes to a memorandum or letter; and each chapter of a report or document—should have complete markings to facilitate such use. (U)
11. The front and back covers (if any), title page (if any), and first page and back page of a document will be marked “HANDLE VIA APEX CONTROL SYSTEM.” Each interior page that contains APEX information will also bear this marking. This control caveat will appear immediately above the classification at the bottom of the page (see Exhibits Ia, IIa, IIIa, IVa, IVb, and Va). (U)

**Codewords, Project  
Names, and Product  
Indicators**

12. Codewords, names of operational projects, operational subcompartments, or ROYAL material, and product indicators will be placed conspicuously on cover sheets, covers of publications, the top and bottom of the title page (if any), first page, and each page that contains information requiring specific codeword/indicator protection. These markings will be placed below the classification at the top of the page and above the control system caveat and the classification at the bottom (see Exhibits Ia, IIa, IIIa, IVa, IVb, and Va). (U)

**Restrictive/  
Control Markings**

13. Restrictive and control markings prescribed in DCID 1/7 will be used on the title page, front cover, first page, and other applicable pages to control the dissemination of foreign intelligence or related material that requires protection. These markings will be placed on the bottom of the page. In addition, portion or paragraph markings will also include abbreviations of these restrictive indicators (see Exhibits Ia, IIa, IIIa, and Va). These markings will be similarly utilized in electrical communications. If the control markings apply to several or all portions, the document or message may be marked with a statement to this effect, rather than mark each portion individually. (U)

**Cover Sheets**

14. APEX TOP SECRET document cover sheets will have on the front cover a certificate of destruction and on the reverse a dissemination control log. APEX TOP SECRET publication cover sheets will have on the reverse side a dissemination control log and a certificate of destruction (see Exhibits I, II, III, and V). The dissemination control log should be signed by each individual who reads the document. (U)
15. The separate cover sheets for APEX TOP SECRET documents and publications are:
  - Operational compartments (Yellow)
  - Operational subcompartments (Brown)
  - Product compartments (Red)
  - ROYAL compartment (Blue) (Ref: ENCLOSURE II.A through II.H., APEX Government Manual)

All SECRET and CONFIDENTIAL level APEX material will be covered with a Gray cover sheet, regardless of the compartmentation of the material (see Exhibit IV). (U)

16. Cover sheets are not required on electrical transmissions, computer-produced material, raw intelligence, or on hard copy material that does not leave an ACF. (U)
17. Stocks of cover sheets are available through your APEX Control Officer. Cover sheet stock is unclassified and becomes classified only when classified project name(s), codeword(s) is(are) affixed. (U)

**Document Control  
Numbers**

18. APEX document control numbers will be provided by the APEX Control Officer (ACO) of your unit. Originators will obtain from the ACO and affix a control number to all APEX material for distribution to other offices, agencies, or commands. Control numbers will be placed in the upper right-hand corner of the cover sheet, front cover (if any), title page (if any), and first page of each document. Optionally, control numbers may be placed on each page of the document. These numbers will be issued sequentially (one up) and will consist of the letter A, a dash (optional), an eight-digit number, a slant or oblique stroke, and the last two digits of the current year (for example, A-12345678/80) (see Exhibits I through Va). (U)
19. Copy numbers of individual documents will be reflected as Copy \_\_\_\_ of \_\_\_\_ on the cover and first page of the document and be placed immediately below the control number. Copy numbers on finished publications may be reflected as Copy \_\_\_\_ on the cover sheet, cover (if any), or the first page. Producers of finished publications are responsible for maintaining a record of the total number of copies printed, including subsequent printings. Therefore, it is not necessary to show the total on each copy. Electrical messages are excluded from this requirement for APEX Control Numbers. (U)
20. Reproduction of hard copy APEX TOP SECRET materials requires the prior consent of the originator. SECRET and CONFIDENTIAL materials may be restricted from reproduction by the originator by application of the phrase "Reproduction Requires Approval of Originator" (RPORG) (see Exhibits IVa and IVb). Reproduced copies will be placed under the same controls and destruction procedures as the originals. Copies of reproduced APEX documents will be controlled under the originator's assigned APEX control and copy numbers and will be further identified as "Series B." Each copy will be numbered in sequence beginning again with "1," and will show the total number of



Series B copies prepared, as follows: "Series B, Copy \_\_\_\_ of \_\_\_\_." The original will be annotated, just below the control and copy numbers, as in the following example:

A-00000002/80  
Copy 2 of 10  
Series B issued 1 Apr 80  
(15 copies)

If additional copies are made from that original or from a Series B copy, the marking "Series C" will be used as prescribed above. Subsequent sets of copies will follow alphabetically, for example, Series D, E, F, and so forth. All copies will be logged and accounted for just as the originals.  
(U)

**Classification Duration  
and Markings**

21. Having satisfied threshold criteria demanding protection under the APEX Special Access Control System, APEX materials are classified for a period of 20 years (except for foreign government information as defined in EO 12065, which will remain protected for 30 years) because earlier disclosure would damage the national security. Classification markings will be in accordance with EO 12065, Information Security Oversight Office (ISOO) Directive No. 1, and other implementing directives. These markings will be placed on the face of each classified document (or they may be placed on the inside cover of formal publications) and as the last line or paragraph of electrical transmissions. Original classification markings must provide:
  - A. The identity, by name, title, or identifying number, of the classifying authority after the entry: CLASSIFIED BY, CL BY, or CL.
  - B. The date for declassification review—indicate date 20 or 30 years from origination—after the entry, REVIEW ON, REVW ON, or RVW.
  - C. The identity of the TOP SECRET classifier who authorized the prolonged classification—in this case the TS classifier who determines the material is APEX—after the entry, EXTENDED BEYOND 6 YEARS BY, EXT BYND 6 YRS BY, EXT BY, or EXT. In the absence of a TS classifier, the entry APEX 75F may be used.

D. The reason the classification is extended beyond six years—enter APEX 75F as the reason, after the words, REASON FOR EXTENDED CLASSIFICATION, or REASON, or RSN. For example:

ORIGINAL CL BY \_\_\_\_\_ (Identify)  
REVIEW ON \_\_\_\_\_ (Date)  
EXTEND BEYOND 6 YRS BY APEX 75F  
REASON APEX 75 F

APEX 75F refers to paragraph 75F of the APEX Security Manual, which prescribes that APEX-compartmented material is automatically classified for a period of 20 years, or 30 years for foreign government information. (U)

22. Documents derivatively classified will also be marked in accordance with ISOO Directive No. 1 and other implementing directives. For example:

DERIVATIVE CL BY \_\_\_\_\_ (Identify)  
REVIEW ON \_\_\_\_\_ (Date)  
DERIVED FROM \_\_\_\_\_ (Source document or  
classification guide citation) (U)

- Transmittal Documents**
23. APEX transmittal documents shall bear the highest necessary classification, codewords, and restrictive and control markings. When the transmittal document is of a different classification or different APEX compartment than the material being transmitted, the following notation shall be used as a footnote or postscript: REGRADE AS (CLASSIFICATION, CODEWORD, ETC.) WHEN APPENDED (APEX CODEWORD) DOCUMENTS ARE REMOVED. Inappropriate codewords, caveats, and designators must be physically removed in the regrading process. (U)
24. The unnecessary creation of compartmented or classified documents by placing project names, codewords, system caveats, and so forth, on transmittal documents is to be avoided. When a non-APEX transmittal document serves to transmit APEX material, it shall bear the highest classification of the material being transmitted and an unclassified caveat stating ATTACHMENT CONTAINS (APEX CODEWORD TRIGRAPH OR DIGRAPH) INFORMATION. Classified codewords and caveats shall not be used on non-APEX transmittal documents. If the transmittal document is UNCLASSIFIED or of a lower classification than the material being transmitted, the following notation shall be applied: REGRADE AS (CLASSIFICATION)

**WHEN APPENDED APEX DOCUMENTS ARE REMOVED.**  
Attachments will be listed by APEX or previous system control number:

Attachments:  
A-00000001/80  
TCS-001/70

The entire package, including the non-APEX transmittal memorandum, shall have the appropriate APEX cover sheet on top. (U)

**Destruction**

25. Destruction will be witnessed and certified by at least two APEX-indoctrinated individuals. Destruction will be certified for all APEX hard copy documents that are destroyed. TOP SECRET destruction records will be maintained for five years. SECRET and CONFIDENTIAL destruction records will be maintained for two years. Destruction records may consist of the Certificates of Destruction preprinted on APEX cover sheets, log entries, or other tangible evidence that the document has been destroyed, but must fully identify the document destroyed and include the signatures of the witnesses. (U)

**Control Records  
and Receipts**

26. Records will be kept in each ACF of all incoming or dispatched APEX hard copy documents as well as reproduced documents. The originator's APEX Control Number will be the functional identification of each APEX-controlled document, for purposes of control, audit, reproduction, or other APEX requirements. A record will be maintained in the ACF of the following information for each document:
- A. Originator.
  - B. Originator's control number (APEX or pre-APEX).
  - C. Classification of document.
  - D. Total number of copies.
  - E. Copy number(s).
  - F. Identity of intended recipient.
  - G. Courier package receipt number.
  - H. Date received/dispatched.
  - I. Destruction record. (U)

27. Document receipts will accompany all APEX documents being transmitted outside the ACF. The original of the document receipt will be signed by the receiving ACO or his designee and returned to the originating ACO within 30 days. Recipients will return receipts as soon as possible. Holding receipts to be returned in batches does not satisfy requirements for prompt return of document receipts to the sender. The originating ACO will initiate tracer action on any document receipt not returned after a 30-day period. When delivery is made by a courier, a courier receipt (package receipt, pouch receipt) also will be utilized. These courier receipts will be retained for at least six months. (U)
28. Records of incoming or dispatched TOP SECRET APEX and ROYAL hard copy documents may be destroyed five years after the documents are transferred, downgraded, or destroyed. Records for other incoming or dispatched APEX documents may be destroyed when two years old. (U)

**Wrapping and  
Addressing**

29. APEX materials will be enclosed for delivery in two opaque envelopes or otherwise be suitably double-wrapped, using containers such as canvas bags, cartons, crates, leather pouches, and so forth. Containers will be secured with tape, lead seals, or tumbler padlocks, or by other means that would protect against surreptitious access. (U)
30. APEX materials may be sent only to ACFs certified for the content of the material being dispatched. (U)
31. The outer wrapper will bear the return pouch address and courier receipt number of the sending ACF; the notation TO BE OPENED BY THE ACO directly above the pouch address of the receiving ACF (see Exhibit VI). The inner wrapper will bear the return pouch address and courier receipt number of the sending ACF; the proper security classification at the top and bottom of both sides of the envelope; the caveat CONTAINS APEX-CONTROLLED MATERIAL on both sides; and the notation, TO BE OPENED ONLY BY: followed by a complete address, to include function, name, title and location, as follows:

**TO BE OPENED ONLY BY:**

ACO/NU Project Office  
Mr. John P. Doe  
Office of Special Operations  
Room 1B1046  
Murgatroyd Bldg.  
Washington, D. C. (See Exhibit VII)

Compartmentation of the material being sent will be designated on the front upper right corner of the inner envelope or wrapper by printing or stamping OPS, SUBCOMP, or PROD in letters approximately 3/4-inch high. This will alert recipients to the compartmentation of the contents and help to preclude inadvertent exposure of materials in facilities not appropriately certified. During the period of transition from the former systems to APEX—while both systems are operating—digraphs/trigraphs may be placed on the inner envelope below the compartment designator as an aid to registry personnel. (U)

32. Transfer of the pouch containing APEX-controlled material will be covered by having each recipient sign a courier receipt for the sealed pouch. The inner wrapper will contain the document receipt which will be signed by the addressee, the ACO, or official designee, and returned. (U)

**Delivery**

33. APEX materials to be transported from one ACF to another must be carried either by two couriers approved for this purpose, by diplomatic pouch, or by the Armed Forces Courier Service. (U)
34. APEX documents may be hand-carried within a US Government or military installation or between ACFs in the same metropolitan area in the United States by a single courier who has been specifically designated for this purpose by the Senior Intelligence Officer or the SIO's designee. In these cases (which do not apply to ROYAL material), APEX material will be carried in a securely locked briefcase or sealed pouch marked:

**PROPERTY OF THE U.S. GOVERNMENT**

**DO NOT OPEN**

If found call: (telephone number) (collect)  
(city and state)

Except for ROYAL materials, no inner wrapper or container is required under these circumstances. (U)

**APEX Control System  
Abbreviations**

35. The following abbreviations are prescribed for use in portion marking documents and/or abbreviating Access Approval levels:

HVACS	HANDLE VIA APEX CONTROL SYSTEM
AG-I	APEX GENERAL, PHASE I
AG-II	APEX GENERAL, PHASE II
COM	COMINT
TEC	TECHNICAL
IMA	IMAGERY
HUM	HUMINT
Digraphs or Trigraphs-A XX-A or XXX-A	Operational Subcompartments (with ALPHA)
Operational Digraph or Trigraph	Operational Compartment
RPORG	REPRODUCTION REQUIRES APPROVAL OF ORIGINATOR (Ref: Paragraph 89, APEX Government Manual)

These are the unique indicators for use in the APEX Control System. Other markings, such as classification and DCID 1/7 caveats, will be used in accordance with procedures prescribed for them. A digraph is a two-letter symbol. As used here, it designates an intelligence project, program, or activity. It is often an abbreviation for a project designator. A trigraph is a three-letter symbol for the same purpose. Originators of material (not secretaries) are responsible for classification, including portion markings. (U)

**Working Materials**

36. Working material containing APEX information which are used and retained exclusively within the ACF where they originated do not require an APEX number or dissemination record, but must be marked as WORKING PAPERS, provided with appropriate classification, APEX handling, and project or product indicators, and must be safeguarded as prescribed for APEX-controlled materials. This includes, but is not limited to, notes, drafts, reports or studies, film chips in analysts' reference files, worksheets, stencils, reproduction plates, art work, computer output, media, maps, graphs, transparencies, charts, tables, and so forth. Working materials as described above, which are retained for periods in excess of 180 days, will be brought under the same accountability control as specified for other APEX documents. If they are to be sent or disseminated outside the ACF, they will be given APEX control numbers and will be controlled as hard copy APEX materials. (U)

**Exhibit I**

**Controlled Document**

*Sample cover sheet for TOP SECRET APEX operational compartment document. Project name(s) will govern routing and dissemination of the document to ACFs and individuals certified and approved for specific projects indicated. (NUARC and CONRAC are mock project names.)*

This sample is Unclassified.

Dissemination Control Log		Top Secret
<p>The APEX Control Officer of each organization receiving this document must sign on reverse side and maintain a record of its internal dissemination. Each individual who sees this document will also sign and indicate the date of handling.</p>		<p>Control Number A-00000000/80</p>
To:	Name and Location	Date
	Chief, XYZ Room 406 Main Building	
From:	Chief, ABC Room 123 Central Building	
<p><b>This is an APEX document Restricted to those approved for access to:</b></p> <p><u>NUARC</u> <u>CONRAC</u></p>		
<p><b>Certification of Destruction</b> When document is destroyed, this control sheet may be kept or returned to the originator and be destroyed when five years old.</p>		
Destroyed By (Signature)		Witnessed By (Signature)
Unit		Date
Handle via APEX Control System		Top Secret



**Exhibit Ia**

*Sample APEX Operational  
Compartment document.  
Project names are placed  
below classification at top of  
page and above APEX Sys-  
tem caveat at bottom. Por-  
tion markings, abbrevia-  
tions, and DCID 1/7 control  
markings are illustrated.*

This sample is Unclassified.

<b>TOP SECRET</b> <b>NUARC CONRAC</b>	
A-00000000/80 Copy <u>1</u> of <u>5</u> Date _____	
MEMORANDUM FOR:	Chief, XYZ
FROM:	Chief, ABC
SUBJECT:	Sample APEX Operational Memorandum (S/NU)
<p>1. This sample memorandum illustrates the proper method of marking an APEX operational document. This sample memorandum illustrates the proper method of marking an APEX operational document. (S)</p> <p>2. This sample memorandum illustrates the proper method of marking an APEX operational document. This sample memorandum illustrates the proper method of marking an APEX operational document. (TS/NU)</p> <p>3. This sample memorandum illustrates the proper method of marking an APEX operational document. This sample memorandum illustrates the proper method of marking an APEX operational document. This sample memorandum illustrates the proper method of marking an APEX operational document. (TS/NU/REV/ORN)</p> <p>4. This sample memorandum illustrates the proper method of marking an APEX operational document. (U)</p>	
Name of Signer _____	
Distribution:	
Copy 1 -	
Copy 2 -	
<b>Notorn</b> <b>NUARC CONRAC</b> Handle Via APEX Control System <b>TOP SECRET</b>	
ORIGINAL CL BY _____ <input type="checkbox"/> DECL <input type="checkbox"/> REVW ON _____ EXT BYND 6 YRS BY _____ REASON _____	

**Exhibit II**

*Sample cover sheet for TOP SECRET APEX Operational Subcompartment document. Operational subcompartment name(s) will govern routing and dissemination of documents to ACFs and individuals certified and approved for specific subcompartments. (CONRAC-ALPHA is a mock subcompartment name.)*

This sample is Unclassified.

APEX APEX APEX APEX APEX APEX APEX APEX APEX APEX APEX APEX APEX APEX APEX		
<b>Dissemination Control Log</b> The APEX Control Officer of each organization receiving this document must sign on reverse side and maintain a record of its internal dissemination. Each individual who sees this document will also sign and indicate the date of handling.		<b>Top Secret</b>  Control Number A-00000000/80  Copy 1 of 5  Date
To:	Name and Location	Date
	Chief, XYZ Room 406 Main Building	
From:	Chief, ABC Room 123 Central Building	
<p><b>This is an APEX document</b>  <b>Restricted to those approved for access to:</b>  <b>CONRAC-ALPHA</b></p>		
<b>Certification of Destruction</b> When document is destroyed, this control sheet may be kept or returned to the originator and be destroyed when five years old.		
Destroyed By (Signature)		Witnessed By (Signature)
Unit		Date
Handle via APEX Control System		Top Secret

**Exhibit IIa**

*Sample APEX Operational Subcompartment document. Subcompartment names are placed below classification at top of page and above APEX System caveat at bottom. Portion markings, abbreviations, and DCID 1/7 control markings are illustrated.*

This sample is Unclassified.

<b>TOP SECRET</b> <b>CONRAC-ALPHA</b>	
A-00000000/80 Copy <u>1</u> of <u>5</u> Date _____	
MEMORANDUM FOR: Chief, XYZ	
FROM: Chief, ABC	
SUBJECT: Sample APEX Operational Subcompartment Memorandum (U)	
<p>1. This sample memorandum illustrates the proper method of marking an APEX operational subcompartment document. This sample memorandum illustrates the proper method of marking an APEX operational subcompartment document. (U)</p> <p>2. This sample memorandum illustrates the proper method of marking an APEX operational subcompartment document. This sample memorandum illustrates the proper method of marking an APEX operational subcompartment document. (TS/CON-A/NOFORN)</p> <p>3. This sample memorandum illustrates the proper method of marking an APEX operational subcompartment document. This sample memorandum illustrates the proper method of marking an APEX operational subcompartment document. (S/CON-A)</p> <p>4. This sample memorandum illustrates the proper method of marking an APEX operational subcompartment document. (S)</p>	
Name of Signer _____	
Distribution: Copy 1 - _____ Copy 2 - _____	
<b>NoFORN</b> <b>CONRAC-ALPHA</b> Handle Via APEX Control System <b>TOP SECRET</b>	
ORIGINAL CL BY _____ <input type="checkbox"/> DECL <input type="checkbox"/> REVW ON _____ EXT BYND 6 YRS BY _____ REASON _____	

**Exhibit III**

*Sample cover sheet for TOP SECRET APEX product document. Project indicator(s) and codeword(s) (when used) will govern routing and dissemination of the document to ACFs and individuals certified and approved for specific product(s) (and codewords) indicated.*

This sample is Unclassified.

<b>Controlled Document</b>															
<div style="display: flex; justify-content: space-around; font-size: 0.8em; font-weight: bold;"> <span>APEX</span><span>APEX</span><span>APEX</span><span>APEX</span><span>APEX</span><span>APEX</span><span>APEX</span><span>APEX</span><span>APEX</span><span>APEX</span><span>APEX</span><span>APEX</span><span>APEX</span><span>APEX</span><span>APEX</span><span>APEX</span><span>APEX</span> </div>															
<p><b>Dissemination Control Log</b>                      The APEX Control Officer of each organization receiving this document must sign on reverse side and maintain a record of its internal dissemination. Each individual who sees this document will also sign and indicate the date of handling.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; font-size: 0.8em;">To: Name and Location</td> <td style="width: 50%; border-bottom: 1px solid black; font-size: 0.8em;">Date</td> </tr> <tr> <td style="padding-top: 5px;">                     Chief, XYZ                      Room 406                      Main Building                 </td> <td></td> </tr> <tr> <td colspan="2" style="height: 20px;"></td> </tr> <tr> <td style="border-bottom: 1px solid black; font-size: 0.8em;">From:</td> <td></td> </tr> <tr> <td style="padding-top: 5px;">                     Chief, ABC                      Room 123                      Central Building                 </td> <td></td> </tr> </table> <p style="text-align: center; font-weight: bold; margin-top: 20px;">This is an APEX document Restricted to those approved for access to:</p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> <span>COMINT</span> <span>TECHNICAL</span> <span>IMAGERY</span> </div> <p style="font-size: 0.8em; margin-top: 20px;"><b>Certification of Destruction</b>                      When document is destroyed, this control sheet may be kept or returned to the originator and be destroyed when five years old.</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; font-size: 0.8em;">Destroyed By (Signature)</td> <td style="width: 50%; border-bottom: 1px solid black; font-size: 0.8em;">Witnessed By (Signature)</td> </tr> <tr> <td style="border-bottom: 1px solid black; font-size: 0.8em;">Unit</td> <td style="border-bottom: 1px solid black; font-size: 0.8em;">Date</td> </tr> </table>	To: Name and Location	Date	Chief, XYZ Room 406 Main Building				From:		Chief, ABC Room 123 Central Building		Destroyed By (Signature)	Witnessed By (Signature)	Unit	Date	<p style="text-align: center; font-weight: bold;">Top Secret</p> <p style="font-size: 0.8em;">Control Number A-00000000/80</p> <p style="font-size: 0.8em;">Copy 1 of 5</p> <p style="font-size: 0.8em; margin-top: 20px;">Date</p>
To: Name and Location	Date														
Chief, XYZ Room 406 Main Building															
From:															
Chief, ABC Room 123 Central Building															
Destroyed By (Signature)	Witnessed By (Signature)														
Unit	Date														
<b>Handle via APEX Control System</b>		<b>Top Secret</b>													

**Exhibit IIIa**

*Sample APEX Product memorandum. Product indicator(s) are placed below classification at top of page and above APEX System caveat at bottom. Portion markings, abbreviations, and DCID 1/7 control markings are illustrated.*

This sample is Unclassified.

<b>TOP SECRET</b> <b>COMINT TECHNICAL IMAGERY</b>	
A-00000000/80 Copy <u>1</u> of <u>5</u> Date _____	
MEMORANDUM FOR:	Chief, XYZ
FROM:	Chief, ABC
SUBJECT:	Sample APEX Product Memorandum (TS/COM)
<p>1. This sample memorandum illustrates the proper method of marking an APEX product document. This sample memorandum illustrates the proper method of marking an APEX product document. (S)</p> <p>2. This sample memorandum illustrates the proper method of marking an APEX product document. This sample memorandum illustrates the proper method of marking an APEX product document. This sample memorandum illustrates the proper method of marking an APEX product document. (TS/COM/ORCON)</p> <p>3. This sample memorandum illustrates the proper method of marking an APEX product document. This sample memorandum illustrates the proper method of marking an APEX product document. This sample memorandum illustrates the proper method of marking an APEX product document. This sample memorandum illustrates the proper method of marking an APEX product document. (S/TEC/IMA/NOCONTRACT)</p> <p>4. This sample memorandum illustrates the proper method of marking an APEX product document. This sample memorandum illustrates the proper method of marking an APEX product document. (U)</p>	
Name of Signer _____	
Distribution:	
Copy 1 -	
Copy 2 -	
<b>ORCON NOCONTRACT</b> <b>COMINT TECHNICAL IMAGERY</b> Handle Via APEX Control System <b>TOP SECRET</b>	
ORIGINAL CL BY _____ <input type="checkbox"/> DECL <input type="checkbox"/> REVW ON _____ EXT BYND 6 YRS BY _____ REASON _____	

# Exhibit IV

*Sample cover sheet for APEX SECRET or CONFIDENTIAL document. Project name(s), Sub-compartment name(s), or Product indicator(s) will govern routing and dissemination of document to ACFs and individuals certified and approved for specific projects indicated. Gray cover sheets will be used for non-TS material in each APEX compartment: Operational, Operational Subcompartment, or Product. Combining compartments in a single document is not desirable and is to be avoided.*

This sample is Unclassified.

To:	Name and Location	Date	Initials
	Chief, XYZ		
	Room 406		
	Main Building		
From:	Chief, ABC		
	Room 123		
	Central Building		

**SECRET**  
Security Classification

A-00000000/80  
APEX Control No.

**This is an APEX document  
Restricted to those approved for  
access to:**

IMAGERY TECHNICAL

**Certification of Destruction**  
When document is destroyed, this control sheet  
may be kept or returned to the originator  
and be destroyed when two years old.

Destroyed By (Signature)	Witnessed By (Signature)
Unit	Date

**Handle via APEX Control System**

**SECRET**  
Security Classification

Document Serial No. \_\_\_\_\_

Date \_\_\_\_\_

Copy: 1 of 5

**Exhibit IVa**

*Sample APEX SECRET or CONFIDENTIAL document. Project name(s), Subcompartment name(s), or Product indicator(s) are placed below classification at top and above APEX System caveat at bottom. Preparation of multiple-compartment documents is to be avoided at all levels of classification. Portion markings, abbreviations, DCID 1/7 control markings, and use of the APEX REPRODUCTION REQUIRES APPROVAL OF ORIGINATOR or RPORG caveat are illustrated.*


This sample is Unclassified.

<b>SECRET</b> <b>IMAGERY TECHNICAL</b>	
A-00000000/80 Copy <u>1</u> of <u>5</u> Date _____	
MEMORANDUM FOR:	Chief, XYZ
FROM:	Chief, ABC
SUBJECT:	Sample APEX Non-Top Secret Memorandum (U)
<p>1. This sample memorandum illustrates the proper method of marking an APEX non-Top Secret document. This sample memorandum illustrates the proper method of marking an APEX non-Top Secret document. (S)</p> <p>2. This sample memorandum illustrates the proper method of marking an APEX non-Top Secret document. This sample memorandum illustrates the proper method of marking an APEX non-Top Secret document. (U)</p> <p>3. This sample memorandum illustrates the proper method of marking an APEX non-Top Secret document. This sample memorandum illustrates the proper method of marking an APEX non-Top Secret document. (S/IMA)</p> <p>4. This sample memorandum illustrates the proper method of marking an APEX non-Top Secret document. This sample memorandum illustrates the proper method of marking an APEX non-Top Secret document. (S/TEC/RPORG)</p> <p>5. This sample memorandum illustrates the proper method of marking an APEX non-Top Secret document. (S/TEC)</p>	
Name of Signer _____	
Distribution: Copy 1 - _____ Copy 2 - _____	
<b>IMAGERY TECHNICAL</b> Handle Via APEX Control System <b>SECRET</b>	
ORIGINAL CL BY _____ <input type="checkbox"/> DECL <input type="checkbox"/> REVW ON _____ EXT BYND 6 YRS BY _____ REASON _____	

**Exhibit IVb**

*Alternate sample APEX SECRET or CONFIDENTIAL document, showing variation on letter format, with portion markings at beginnings of paragraphs. Project name(s), subcompartment name(s), or product indicator(s) are placed below the classification at the top and above the APEX system caveat at the bottom. Avoid preparation of multiple-compartment documents at all levels of classification. Portion markings, abbreviations, DCID 1/7 control markings, and the APEX REPRODUCTION REQUIRES APPROVAL OF ORIGINATOR (RPORG) caveat are also illustrated.*

This sample is Unclassified.

<b>SECRET</b>	
IMAGERY TECHNICAL DEPARTMENT OF THE AIR FORCE HEADQUARTERS AIR FORCE INTELLIGENCE SERVICE WASHINGTON DC 20330	
A-00000000/80 Copy <u>1</u> of <u>5</u>	
	
REPLY TO ATTN OF:	INSC (date)
SUBJECT:	Sample APEX Non-Top Secret Memorandum (U)
TO:	ACO/ACF Address
<p>1. (S) This sample memorandum illustrates the proper method of marking an APEX non-Top Secret document. This sample memorandum illustrates the proper method of marking an APEX non-Top Secret document.</p> <p>2. (S/IMA) This sample memorandum illustrates the proper method of marking an APEX non-Top Secret document. This sample memorandum illustrates the proper method of marking an APEX non-Top Secret document.</p> <p>3. (S/TEC) This sample memorandum illustrates the proper method of marking an APEX non-Top Secret document. This sample memorandum illustrates the proper method of marking an APEX non-Top Secret document.</p> <p>4. (S/TEC/RPORG) This sample memorandum illustrates the proper method of marking an APEX non-Top Secret document. This sample memorandum illustrates the proper method of marking an APEX non-Top Secret document.</p>	
(Signature Element)	Distribution: Copy 1 - Copy 2 -
CLASSIFIED BY: _____ REVIEW ON: _____ EXT BYND 6 YRS BY: _____ REASON: _____	
IMAGERY TECHNICAL HANDLE VIA APEX CONTROL SYSTEM <b>SECRET</b>	



**Exhibit V**

*Sample cover sheet for TOP SECRET APEX document containing material from three APEX compartments: Operational, Operational Subcompartment, and Product.*

*Such documents should be extremely rare, as the APEX System is intended to provide separate protection to each compartment. When originators are unable to avoid combined documents, however, the cover sheet will reflect the content of the higher(est) precedence compartment, as follows:*

1. Operational (yellow)
2. Subcompartment (brown)
3. Product (red)

*This example contains APEX Operational material, therefore, a yellow cover sheet is used.*

This sample is Unclassified.

## Controlled Document

To: Name and Location		Date
Chief, XYZ		
Room 406		
Main Building		
From: Chief, ABC		
Room 123		
Central Building		

**Dissemination Control Log**  
The APEX Control Officer of each organization receiving this document must sign on reverse side and maintain a record of its internal dissemination. Each individual who sees this document will also sign and indicate the date of handling.

**Top Secret**  
Control Number  
A-00000000/80  
Copy 1 of 5  
Date

**This is an APEX document  
Restricted to those approved for  
access to:**

**NUARC CONRAC -ALPHA NUARC -ALPHA**

**IMAGERY**

**Certification of Destruction**  
When document is destroyed, this control sheet may be kept or returned to the originator and be destroyed when five years old.

Destroyed By (Signature)	Witnessed By (Signature)
Unit	Date

**Handle via APEX Control System** **Top Secret**

Exhibit Va

*Sample APEX document containing material from three APEX compartments. Preparation of this kind of document should be avoided if possible. The APEX System seeks to provide separate protection for operational data and intelligence product. Project names, Subcompartment names, and Product indicators are listed in that order and are placed below the classification at top of page and above the APEX System caveat at bottom. Portion markings, abbreviations, and DCID 1/7 control markings are illustrated.*

This sample is Unclassified.

**TOP SECRET**

**NUARC CONRAC -ALPHA NUARC -ALPHA IMAGERY**

A-00000000/80  
Copy 1 of 5

Date

MEMORANDUM FOR: Chief, XYZ  
FROM: Chief, ABC  
SUBJECT: Sample APEX Operational, Operational Subcompartment, and Product Memorandum (U)

1. This type of memorandum should not be used. However, should this rare occasion happen, this will illustrate the proper method of marking such a document within APEX. (U)

2. This sample memorandum illustrates the proper method of marking an APEX operational, operational subcompartment, and product document. This sample memorandum illustrates the proper method of marking an APEX operational, operational subcompartment, and product document. This sample memorandum illustrates the proper method of marking an APEX operational, operational subcompartment, and product document. This sample memorandum illustrates the proper method of marking an APEX operational, operational subcompartment, and product document. This sample memorandum illustrates the proper method of marking an APEX operational, operational subcompartment, and product document. (TS/NOFORN/NOCONTRACT)

3. This sample memorandum illustrates the proper method of marking an APEX operational, operational subcompartment, and product document. This sample memorandum illustrates the proper method of marking an APEX operational, operational subcompartment, and product document. (S/CON-A/NOFORN)

4. This sample memorandum illustrates the proper method of marking an APEX operational, operational subcompartment, and product document. (TS/NOFORN)

5. This sample memorandum illustrates the proper method of marking an APEX operational, operational subcompartment, and product document. This sample memorandum illustrates the

**NOCONTRACT Noform ORCON**  
**NUARC CONRAC -ALPHA NUARC -ALPHA IMAGERY**

Handle Via APEX Control System

**TOP SECRET**

ORIGINAL CL BY \_\_\_\_\_  
☐ DECL ☐ REVW ON \_\_\_\_\_  
EXT BYND 6 YRS BY \_\_\_\_\_  
REASON \_\_\_\_\_

**TOP SECRET**  
**NUARC -ALPHA IMAGERY**

proper method of marking an APEX operational, operational subcompartment, and product document. This sample memorandum illustrates the proper method of marking an APEX operational, operational subcompartment, and product document. (TS/IMA/ORCON/NOFORN)

6. This sample memorandum illustrates the proper method of marking an APEX operational, operational subcompartment, and product document. (TS/NU-A)

Name of Signer

Distribution:  
Copy 1 -  
Copy 2 -

**SAMPLE**

**ORCON Noform**  
**NUARC -ALPHA IMAGERY**  
Handle Via APEX Control System  
**TOP SECRET**

SPECIAL SECURITY CENTER  
207 JEFFERSON BUILDING

Receipt No.

TO BE OPENED BY THE ACO  
ACO/Office of Special Operations  
Room 1111  
Multipurpose Bldg.  
Washington, D. C.

**SAMPLE**

**Exhibit VI**

*Outer envelope for dispatching APEX material. Address is to APEX Control Facility certified for the specific Project, Sub-compartment, or Product categories being sent. Receipt number is in upper right corner and TO BE OPENED BY THE ACO is above address.*

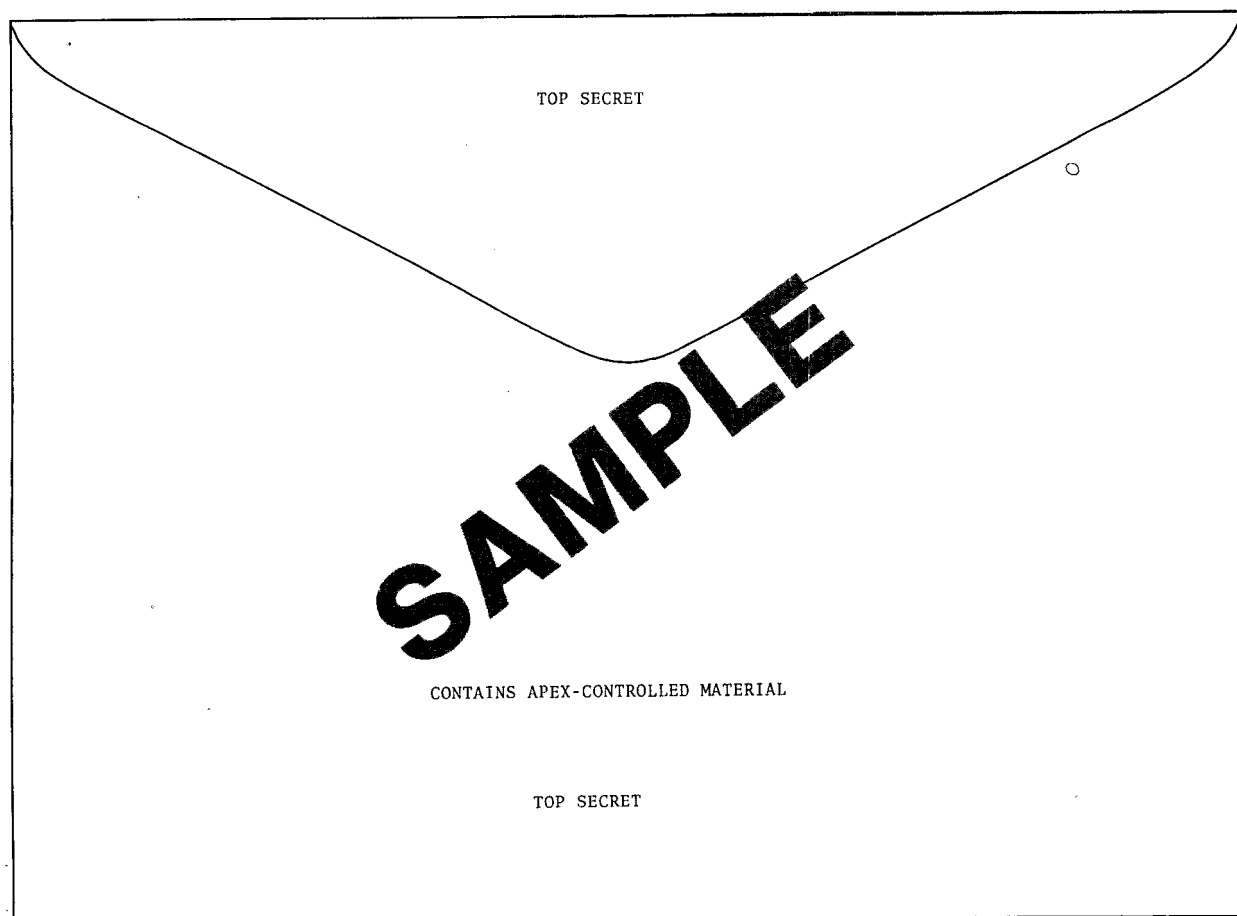
This sample is Unclassified.

SPECIAL SECURITY CENTER 207 JEFFERSON BUILDING	TOP SECRET	<b>OPS</b>
		Receipt No.
<b>SAMPLE</b>		
TO BE OPENED BY APO/NA Project Office Mr. John Doe Director of Special Operations Room 1B-1046 Murgatroyd Bldg. Washington, D. C.		
CONTAINS APEX-CONTROLLED MATERIAL		
TOP SECRET		

**Exhibit VII**

*Inner envelope for dispatching APEX material. Address is, by name, to addressee certified for specific APEX Project, Sub-compartment, or Product categories being sent. Additional caveat, CONTAINS APEX-CONTROLLED MATERIAL is placed below address. Category of contents is designated by the abbreviation "OPS" in the upper right corner (see paragraph 31).*

This sample is Unclassified.



*Reverse of inner envelope*

**Confidential**

Approved For Release 2006/12/05 : CIA-RDP85T00788R000100020001-1

APEX APEX APEX APEX APEX APEX APEX APEX APEX APEX APEX APEX APEX APEX APEX APEX

**Confidential**

Approved For Release 2006/12/05 : CIA-RDP85T00788R000100020001-1